

TRAVEL EXPENSE CLAIM

STD. 262 (REV. 10/92)

See Instructions and *Privacy
Statement On Reverse Side

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CLAIMANT'S NAME Kathy Radtkey-Gaither		SSAN OR EMPLOYEE NUMBER*		DEPARTMENT Governor's Office	
POSITION Undersecretary		CB/D NUMBER		DIVISION OR BUREAU Office of the Secretary of Education	
RESIDENCE ADDRESS*		HEADQUARTERS ADDRESS		INDEX NUMBER 131	
1121 L Street #600		1121 L Street #600		TELEPHONE NUMBER 916-322-9204	
CITY Sacramento	STATE CA	ZIP CODE 95814	CITY Sacramento	STATE CA	ZIP CODE 95814

1) MONTH/YEAR Oct/Nov		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
DATE	TIME			BREAK-FAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE MILES AMOUNT		
15	0800 1800	Sacramento								6.00			6.00
12	0645 2100	Fresno/Los Angeles	119.98		10.00	15.01	20.00					9.95	174.94
18	0800	Sacto/San Jose/return	156.54		9.50							12.95	178.99
10	0730 2100	Sacto/Burbank/return		6.00			3.99			9.00			18.99
SUBTOTALS			276.52	6.00	19.50	15.01	23.99			15.00		22.90	378.92

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 378.92

1) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

10/15/09 CDE Meeting, Parking receipt, Sacramento, CA

11/02-3/09 RTTT Road Trip, Fresno/Los Angeles, CA Receipt for luggage check-in \$20.00

11/8/09 RTTT Road Trip, San Jose, CA

(12) NORMAL WORK HOURS

(13) PRIVATE VEHICLE LICENSE NUMBER

(14) MILEAGE RATE CLAIMED

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

5) I HERBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE

(16)

DATE

> G

11/23/09

11/23/09

